

# JAIRELLE KYLE ARUCAN

Virtual Assistant | Administrative & Data Management

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## PROFESSIONAL SUMMARY

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Detail-oriented and motivated Virtual Assistant with hands-on experience in data entry, database management, calendar support, and administrative operations. Currently completing a Bachelor of Science in Nursing, which has sharpened attention to detail, documentation accuracy, and the ability to work under pressure — skills that transfer directly to remote administrative work. Proficient in organizing and inputting client and lead data into spreadsheets and CRM systems, performing online research, and supporting backend operations. Skilled in Google Workspace, AI tools (ChatGPT, Claude, Gemini), and remote communication platforms. Known for reliability, proactive communication, and flexibility across AU/UK/US time zones.

## KEY SKILLS

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CRM Data Entry & Management | Database Maintenance & Updates | Online Research & Data Scraping | Calendar & Diary Management | Administrative & Backend Support | Google Workspace (Docs, Sheets, Slides, Drive) | Canva | ChatGPT / Claude / AI Tools | Zoom & Google Meet | Attention to Detail | Proactive Communication | Time Management

## TECH PROFICIENCY

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**AI Tools:** ChatGPT, Claude, Grammarly, Canva AI, Gemini

**Productivity:** Google Workspace (Docs, Sheets, Slides, Drive), Microsoft Excel

**CRM & Data:** Google Sheets (client/lead databases), data scraping tools

**Communication:** Zoom, Google Meet, Discord

**Project Management:** Notion

**Design / Social Media:** Canva, CapCut, Meta Business Suite

## CORE COMPETENCIES FOR VIRTUAL ASSISTANT ROLES

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*Equipped to perform the following through practicum experience, self-managed business operations, and continuous upscaling:*

- Organize and input client and lead data accurately into spreadsheets and CRM systems to maintain up-to-date and reliable records.
- Maintain and update databases with accurate information to support team workflows and business operations.
- Assist with calendar and diary management, scheduling meetings and appointments for internal staff.
- Perform online research and data scraping to support business development and lead generation activities.
- Provide general administrative and ad hoc business support to ensure smooth day-to-day operations.
- Assist internal staff with backend operational support, coordinating tasks and communications effectively.

## RELEVANT EXPERIENCE

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### OJT Student Nurse – Administrative & Data Management

*Nursing Practicum | March – April 2026*

- Managed student health records through data entry in Google Sheets, ensuring accurate and organized documentation.
- Maintained and updated clinic inventory database, tracking medical supplies and reducing shortages through regular monitoring.
- Recorded daily clinic visits and health reports, improving efficiency in tracking student cases and follow-ups.
- Supported administrative tasks and streamlined clinic workflow and documentation processes.

- Communicated with students regarding health concerns, demonstrating clear and professional communication skills.

### **Owner / Seller – Pre-Loved Clothing Business**

*Self-employed | 2023 – 2025*

- Managed online sales accounts with organized product listings and accurate inventory tracking via spreadsheets.
- Handled customer inquiries, negotiations, and order confirmations professionally, building repeat buyer relationships.
- Coordinated logistics and deliveries, ensuring smooth and timely transactions.
- Promoted products through social media platforms, increasing visibility and engagement.

## **EDUCATION**

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### **Bachelor of Science in Nursing**

*World Citi Colleges, Quezon City, Philippines | Expected 2026*

Relevant Coursework: IT Health Nursing, English Proficiency for International Communication

## **CERTIFICATIONS**

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- Essential Nursing Care and Management for Patients during Antenatal and Infranatal – HCT Academy (2023)
- Practicing COVID-19 Preventive Measures in the Workplace – TESDA (2021)
- TOEFL – Princeton Assessments and Training, INC. (2025)

## **REMOTE WORK READINESS**

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**Internet:** Primary: PLDT 200 Mbps | Backup: DITO 5G WiFi

**Power Backup:** UPS with 2-hour battery; nearby co-working space as contingency; 20,000 mAh power bank

**Equipment:** Personal laptop: Intel i5 4th Gen | Backup: Intel i3

**Availability:** Flexible schedule – available for AU / UK / US time zones; open to graveyard shift

## **LANGUAGES**

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**English:** Proficient

**Filipino:** Native / Fluent